



CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN DIEGO REGION



PUBLIC RECORDS ACCESS PROCEDURES NOTIFICATION FORM

Welcome to the California Regional Water Quality Control Board, San Diego Region. The procedures governing the physical inspection and copying of Regional Board public records are summarized below. Please review the information summarized below and sign the form in the space indicated.

1. **PUBLIC RECORDS ACCESS PROCEDURES:** Public records maintained by the California Regional Water Quality Control Board, San Diego Region are available for inspection by members of the public pursuant to procedures described in the Regional Board's document *Access To Public Records Handbook*. The procedures in this document are posted in the Public Record Review Area of the Regional Board Office and on the Regional Board's website at www.swrcb.ca.gov/rwqcb9. A copy of these procedures will be provided free of charge upon request.
2. **IDENTIFICATION REQUIRED:** Before inspecting Regional Board records, you must obtain a public records researcher identification badge. In order to obtain the badge you must show identification that includes a photograph, such as a driver's license, passport, or school or business identification card, and complete the information at the end of this document giving name, address, telephone number, and a brief description of the proposed records research topic.
3. **OFFICE HOURS:** Public records maintained by the Regional Board are available for inspection only between the regular business hours of the Regional Board between 8:00 am to 5:00 pm, Monday through Friday. Although you are welcome until closing time, no records will be pulled after 3:00 P.M. You will be asked to leave the Regional Board office at or about 5:00pm.
4. **RECORDS MONITOR:** The Regional Board reserves the right to have staff present during the inspection of records.
5. **RECORDS PROVIDED:** The most recent volume of the requested public record files will be provided for review. If access to previous volumes covering earlier time periods is needed please ask or make a note in the blanks provided on the Public Records Access Request form.
6. **RECORDS RELEASE:** Upon either the completion of the inspection or the oral request of Regional Board staff, the person conducting the record inspection shall relinquish physical possession of the records.
7. **RECORDS REMOVAL:** Public records may not be removed from the Regional Board office unless they are in the possession of an authorized employee or vendor under contract to the Board, or pursuant to a court order. Backpacks, bags or briefcases are not permitted in the Public Record Review Area. You must leave any backpacks, bags or briefcases outside in your vehicle or check them with the Regional Board receptionist.
8. **RECORD ALTERATIONS:** Persons inspecting Regional Board records shall not destroy, mutilate, deface, alter, mark or remove any such records from the Regional Board office. Records may not be marked in any manner. Paper clips and post-it notes to mark pages of a public record for copying and a pencil for making reference notes will be provided.
9. **PHOTOCOPYING:** To protect the integrity of public records, Regional Board staff or a bonded copy service approved by the Regional Board must do all photocopying. Public records may not be

taken apart by persons other than Regional Board staff or an approved bonded copy service.

10. **FEES AND SERVICES:** A fee is charged by the Regional Board for copies of public records to cover the direct costs of duplication. As a public service and to avoid the inefficiency of collecting small fee amounts, we will forgo fee collection for paper to paper (letter size or legal size) duplication of records of **10** pages or fewer. A schedule of fees and services is posted in the Public Record Review Area of the Regional Board Office and on the Regional Board's website at www.swrcb.ca.gov/rwqcb9. The Regional Board will provide copies of the records upon payment of the fee covering costs of duplication. No charge will be made when the requester provides his or her bonded copy service.

11. **OFFICE OPERATIONS:** In-person requests for records or copies or paper to paper (letter size or legal size) duplication of records of **10** pages or fewer will be accommodated at the time they are made whenever possible as long as office operations are not disrupted. The operational functions of the Regional Board will not be suspended to permit inspection of records during periods when the records are reasonably required by Regional Board staff in the performance of their duties.

12. **INFRACTIONS:** Any infractions of these rules may result in restrictions on access to the Regional Board's public records.

If you have questions about the content of any public records, please contact the Records Management Officer.

Statement of Responsibility for Use of State Records

I understand and agree to the above rules and copying procedures. I further understand that any infraction of the rules may result in restrictions on access to the Regional Board's public records.

Print Name :			Date:	
Signature:				
Organization:				
Address:				
City:	State:	Zipcode:	E-Mail Address	
Daytime Phone:			Cell Phone:	
For Regional Board Office Use Only				
Appointment Date/Time:		Identification Provided		
RWQCB Staff Initials:		<input type="checkbox"/> Drivers License <input type="checkbox"/> School ID <input type="checkbox"/> Business ID Card		
		<input type="checkbox"/> Passport <input type="checkbox"/> Other		
Condition of File Records Upon Return: <input type="checkbox"/> Good <input type="checkbox"/> Other:				
RWQCB Staff Initials:				